

**ASSISTANT DIRECTOR, CIVIL RIGHTS (APPOINTED)**

**CODE: C00713**

**SUPERVISED BY: Director, Civil Rights**

**SUPERVISES: Case Investigators, Complaint Investigators, Contract Compliance Officers, and Support Staff**

**NATURE OF WORK**

**This position assists the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director. It provides for the administrative and fiscal oversight and management of personnel within the relevant work unit so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department. It exercises broad latitude to work independently and use initiative to make decisions for the good of the Department and stakeholders. This position serves as the representative of the Director, both internally to department staff and externally the Mayor, City Council and staff, communities and affected stakeholders.**

**TYPICAL DUTIES AND RESPONSIBILITIES**

**(Including, but not limited to the following)**

- Manage and supervise the operations of the assigned unit (Complaint Investigation, Contract Compliance, or the Civilian Review Authority) in the Civil Rights Department and assist the Director, Civil Rights in the day-to-day management of the Department to ensure the programs and policies achieve its mission
- Plan, organize, monitor, evaluate, and modify as required all business and work processes and procedures to ensure organizational success.
- Fully participate on the Civil Rights Department's Management Team.
- Provide administrative oversight over budget and personnel to ensure the accomplishment of the Department of Civil Rights goals.
- Serve as liaison with the City Council or Mayor, and other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.
- Carryout other Directives from the Civil Rights Director

**MINIMUM QUALIFICATIONS:** Complaint Investigation - Law Degree Desirable or a relevant Bachelors Degree with greater relevant experience in Human Rights; Contract Compliance - Bachelors Degree in Business or Public Administration or an Advanced Degree in Business or Public Administration with less experience; Civilian Review Authority - Law Degree with relevant experience in law enforcement and/or Public Safety; or equivalent combinations of training and experience may qualify.

**MINIMUM EXPERIENCE:** With an advanced Degree three years of directly related relevant experience in a Social Justice profession, Civil Rights Enforcement, Civil/Criminal investigation, or related; or with a Bachelors Degree five years of relevant experience

**LICENSES/CERTIFICATIONS:** Licensed to Practice Law in Minnesota required for the Civilian Review Authority position

**OTHER SPECIFICATIONS**

- Knowledge of modern management principals and practices and systems, and modern personnel practices.
- Knowledge of investigation, evidentiary analysis, enforcement and compliance review techniques.
- Knowledge legal resolution methods.
- Knowledge of statistical analysis
- Knowledge of legal principles and practices, Civil Rights laws and regulations, and precedent setting court cases.
- Knowledge of the principals of data privacy and statutory underpinnings of the “right to know” on Federal, State and local levels.
- Knowledge of administrative law, law enforcement and police procedure, and the criminal justice system.
- Leadership skills, and the ability to plan, delegate, supervise and evaluate the work of assigned Staff.
- Knowledge of governmental structure and operation, primarily on the City and Federal level.
- Ability to work under pressure and meet deadlines.
- Good oral, written communication and presentation skills.
- Ability to interact effectively with people of diverse backgrounds.
- Proficiency in the use of MS Office products.

**WORKING CONDITIONS:** Normal

<b>SERVICE:</b>	<b>APPOINTED</b>
<b>GRADE:</b>	<b>10 (483 Total Points)</b>
<b>CLASSIFIED:</b>	<b>May 2010</b>
<b>JOB SPEC:</b>	<b>May 2010</b>

**CITY OF MINNEAPOLIS**